

memorandum

DATE: _____
REPLY TO: Chief
ATTN OF: Transportation Unit
SUBJECT: Domestic Transfer (PCS Packets)
(FFS: 010-02)
TO: _____

1. Please complete the following forms which must be returned to HQS. within five (5) working days from receipt of the packet so that the Transportation Unit may prepare your travel orders and arrange your household goods move:
 - a. DEA-132 - 1 copy
 - b. DEA-132D - 1 copy
 - c. DEA-114 - 2 copies
2. DEA Form 198 and DEA Form 132b are attached to be completed when fill your voucher. Forward them along with your voucher to Headquarters, Accounting Section, Attn: ACVP.
3. If you wish an advance of funds, submit a completed SF-1038 to the Accounting Section, Attn: ACVP. This form must be signed by both you and either the SAC, ASAC, Laboratory Chief, or appropriate office head.
4. Also attached for your information is a handbook pertaining to your PCS.
5. If you are interested in participation in the Third Party Relocation Program, please answer yes to question 20 of DEA Form 132. If no indication is provided, your entitlement in this program will be considered null and void. The primary purpose of the Relocation Program is home sale. However, other services are available through the Relocation Companies. Employees who express an interest will be contacted at a later date by the Relocation Coordinator.
6. NOTE: Until the attached forms are returned to HQS. AMGT, no action can be taken to issue your travel orders or to initiate necessary action relative to your relocation.
7. Any questions relative to the contents of the packet should be relayed to the Transportation Unit at FTS 633-1300.


Charles Tackett

Attachments

TRANSFER QUESTIONNAIRE (Domestic)

Please answer the following questions as accurately and quickly as possible. This data is needed so that the Transportation Unit (AMGT), can begin selecting your mover and preparing the paperwork for your reimbursements, travel advances, etc. Explanations of the questions are given on the reverse side.

1. Type or Print Name (as given when using your legal signature) _____

2. Social Security No. _____

3. Marital Status: ☐ Single ☐ Married ☐ Widow(er) ☐ Divorced ☐ Separated

4. How many dependents will accompany you? _____ Give names and relationship. If children, give birth dates. (See reverse side before answering.)

MEMBERS OF IMMEDIATE FAMILY AUTHORIZED TO TRAVEL AT GOVERNMENT EXPENSE

Name	Relationship	If Child, DOB	Name	Relationship	If Child, DOB

5. Give your present address. _____

Home Phone (Area Code) _____

Office Commercial (Area Code) _____

FTS _____

6. Is this location where mover will pick up your household goods? ☐ Yes ☐ No If not, where are they located? _____

7. How do you plan to travel to your new duty station? ☐ POV ☐ Commercial

8. Are you going to make a round-trip to your new duty station to seek a permanent residence? _____ Will your spouse accompany you? _____

9. How do you plan to travel during the trip? (Be sure to see note for questions 8 and 9 on reverse side.) _____

10. Do you plan to use temporary quarters? ☐ Yes ☐ No If "Yes", approximate number of days _____

11. Do you own your present residence? _____ Do you plan to sell this residence within 2 years? _____ Approximate selling price? _____

12. Do you plan to buy a residence at your new duty station within 2 years? _____ Approximate purchase price? _____

13. Do you have an apartment with a lease restriction? _____ If so, how much will it cost you to break the lease? _____ (A written statement signed by your landlord must accompany the travel voucher when you apply for reimbursement.)

14. If you have household goods to be picked up what is the estimated weight? (See reverse side for formula.) _____

15. On what date do you want the mover to pack your household goods? _____

16. Do you have any unusual items to be packed? _____ Describe them. _____

17. Do you want "increased valuation" on your household goods? _____

18. Will you require temporary storage at origin? _____ At destination? _____

19. Do you want a travel advance? _____ If so, complete the form SF-1038 and send to the Accounting Section. You will receive your check after Accounting receives your orders made up from your DEA Form 132 and DEA Form 114.

20. Do you wish to participate in the Relocation Service contract? _____ (See Admin. Manual 0542 regarding PCS)

REMARKS: _____

PRIVACY ACT INFORMATION

AUTHORITY: Title 5, U.S.C., Sections 5721 and 5733; Title 20, U.S.C., Section 905(c).

PURPOSE: To permit DEA to provide travel orders to employees being reassigned.

ROUTINE USES: Internal agency use only and used to obtain information required to prepare travel orders.

EFFECT: Failure to provide information will preclude DEA from providing travel orders to the employee. Disclosure of information is voluntary.

I certify that I have completed this form according to the instructions given in the Domestic move handbook.

Signature _____

Date _____

memorandum

DATE:
REPLY TO Chief
ATTN OF: Transportation Unit
SUBJECT: Domestic Transfer (PCS Packets)
(FFS: 010-02)
TO:

11/18/84
967

1. Please complete the following forms which must be returned to HQS. AMGT within five (5) working days from receipt of the packet so that the Transportation Unit may prepare your travel orders and arrange your household goods move:
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 - b. DEA-132D - 1 copy
 - c. DEA-114 - 2 copies
2. DEA Form 198 and DEA Form 132b are attached to be completed when filing your voucher. Forward them along with your voucher to Headquarters, Accounting Section, Attn: ACVP.
3. If you wish an advance of funds, submit a completed SF-1038 to the Accounting Section, Attn: ACVP. This form must be signed by both you and either the SAC, ASAC, Laboratory Chief, or appropriate office head.
4. Also attached for your information is a handbook pertaining to your PCS.
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6. NOTE: Until the attached forms are returned to HQS. AMGT, no action can be taken to issue your travel orders or to initiate necessary action relative to your relocation.
7. Any questions relative to the contents of the packet should be relayed to the Transportation Unit at FTS 633-1300.


Charles Tackett

Attachments

EXPLANATION OF QUESTIONS

1. Often the name you use most is an informal one (Bob for Robert, Jack for John, etc.). Here we need the formal version as used in signing legal documents.
2. SSN is required by law when travel may involve relocation expenses subject to Federal Income Tax. Also, it keeps your paperwork from being confused with somebody else's bearing the same name (Title 5, USC, Sections 5721 & 5733; Title 20 USC, Section 905c, Budget and Accounting Procedures Act of 1950; 31 USC 66; 32 USC 200a; and Internal Revenue Code, Section 6109 apply).
3. Self-explanatory.
4. Refer to questions 3 & 4. GSA Bulletin FPMR A-40, Supp. 4, FPMR 101-7 says of dependent children: "Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support..." If a dependent is under 21 years of age, state whether or not he or she will reside with you at your new station. If you are divorced and claim dependents, AMGT will be provided a copy of the court decree awarding you custody. If you do not have sole custody, it will be necessary for you to obtain a notarized letter from your ex-spouse stating dependent will remain with you (at post) for at least your tour of duty. If you are separated and you listed dependents, attach to this questionnaire a statement showing pertinent dates, i.e., month and year the divorce is to be obtained, and legal separation begins.
5. Give the exact address of your residence. Don't forget zip code, condo or apartment number, etc. Do not use P.O. Box number or office address.
6. Self-explanatory.
7. Sometimes you can be reimbursed for taking two privately owned vehicles to your new station. However, the reason must be based on a genuine need and not a convenience.
8. & 9. Ten days are allowed for a house hunting trip. You and your spouse will be paid per diem. Pay at higher geographic rates is not authorized.
10. Self-explanatory.
11. & 12. The price estimates are needed so that the allowable benefits can be determined and made available as quickly as possible.
13. Self-explanatory.
14. Refer to DEA Form 132D, Inventory of Household Goods, summary block, bottom, right hand column. "cu. ft. @ 7 lbs. per cu. ft."
15. Self-explanatory.
16. If you have works of art, a piano, organ, antiques, or other high value items to be packed and moved, please list and describe them.
17. Belongings lost or damaged in the move are reimbursed to you at the carriers usual rate of 60 cents per pound. If you choose, additional coverage may be obtained from the carrier at your expense, and he will reimburse you at a higher rate. Also, you may insure with a commercial company. The details are explained in DEA's Domestic Guide for Incurring and Claiming Expenses Incident to Change of Official Station," Section H, "Damage to Household Goods."
18. You are allowed 90 days temporary storage at origin or destination, but not both. An additional 90 days may be approved under extenuating circumstances.
19. Questions about the SF-1038? Call Accounting's Advance Travel Section, FMS 254-5520.

**CLAIM FOR REIMBURSEMENT OF SUBSISTENCE EXPENSES
WHILE OCCUPYING TEMPORARY QUARTERS**

NAME OF EMPLOYEE	ORGANIZATION	EMPLOYEE'S SSN
TRAVEL AUTHORIZATION NO. AND DATE	DATE EMPLOYMENT AGREEMENT SIGNED	DATE REPORTED AT NEW OFFICIAL STATION

SUMMARY OF REIMBURSEMENT CLAIMED							
30-DAY PERIOD	INCLUSIVE DATES	PER DIEM RATE			MAXIMUM TOTAL ALLOWANCE	ACTUAL ALLOWABLE EXPENSES	AMOUNT CLAIMED
		Employee	Immediate Family				
			No. of Persons	Rate			
FIRST		\$		\$	\$	\$	\$
SECOND							
THIRD							
FOURTH							
TOTAL					\$	\$	\$

PERSONS AND PERIOD COVERED BY CLAIM						
NAME	RELATIONSHIP TO EMPLOYEE	TEMPORARY SUBSISTENCE PERIOD				LOCATION OF TEMPORARY QUARTERS (Give FULL Address)
		BEGINNING		ENDING		
		Date	Hour	Date	Hour	

TEMPORARY QUARTERS ALLOWANCES

Reimbursement will be only for actual subsistence expenses incurred provided these are incident to occupancy of temporary quarters and are reasonable as to amount. Allowable subsistence expenses include only charges for meals (including groceries consumed while occupying temporary quarters), lodging, fees and tips incident thereto, laundry, and dry cleaning. The actual expenses will be itemized in a manner which will permit at least a review of the amounts spent daily for lodging, meals, and all other items of subsistence expenses. Receipts will be required for lodging, laundry, and cleaning expenses (except when coin-operated facilities are used and then such expenses will be itemized in "REMARKS" on Reverse). Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will be disallowed. The amount which may be reimbursed for temporary quarters subsistence expenses will be the lesser of either (a) the actual amount of allowable expenses incurred for each thirty-day period or (b) the maximum per diem allowable for each thirty-day period. (Reference: Federal Travel Regulations 101-7, Sections 2-5.4c). **DAILY EXPENSES ARE TO BE ITEMIZED ON REVERSE.**

PRIVACY ACT INFORMATION

AUTHORITY: Title 5, U.S.C., 5724a.

PURPOSE: To provide detailed itemization of subsistence expenses while occupying temporary quarters in connection with a permanent transfer from one official station to another.

ROUTINE USES: To audit and approve payment of an employees claim for reimbursement of this type of expense. Data is also subject to audit by the Department of Justice and General Accounting Office.

EFFECT: Failure to provide information will result in a disallowance of employee claim for this type of expense.

SOCIAL SECURITY INFORMATION:

Authority: This number is mandatory by Internal Revenue Code Section 6109.

Routine Uses: Used as identifying number in preparing external reports to the Department of Justice payroll system on payment of relocation expenses subject to Federal income tax laws.

PAUSE

[illegible]

REMARKS:

Indicate appropriate 30 day period: 1st, 2nd, 3rd, 4th, and carry subtotal forward to "Actual Allowable Expenses" column on rear of page.

INVENTORY OF HOUSEHOLD GOODS

PROPERTY OF				HOME PHONE NO.				DUTY PHONE NO.				DATE			
FROM				TO (Destination)											
ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.
LIVING ROOM				CHILDRENS ROOM (cont)				MISCELLANEOUS							
Bench, fireside or piano	5			Play pen	10			Ash or trash can	7						
Bookcase	20			Table, child's	5			Auto tires	2						
Bookshelves, sectional	5			KITCHEN				Basket, clothes	5						
Cabinet	10			Cabinet, kitchen	30			Bicycle	5						
Chair, arm	10			Cabinet, utility	10			Bird cage and stand	5						
Chair, occasional	15			Chairs, breakfast	5			Brooms and mops bundle	2						
Chair, overstuffed	25			Ironing board	2			Cabinet, filing	20						
Chair, rocker	12			Rotisserie	5			Carriage, baby	20						
Chair, straight	5			Stool	3			Carriage, doll or folding	5						
Clock, grandfather/mother	20			Table	5			Chairs, folding	2						
Credenza	35			Table, breakfast	10			Clothes hamper	5						
Davenport, 2, 3, 4 cushions	35			Vegetable bin	3			Cot, folding	8						
Day bed	30			APPLIANCES (Large)				Golf bag	2						
Desk, small or Winthrop	22			Air conditioner, window	30			Golf cart/Go cart	3						
Desk, secretary	35			Dehumidifier	10			Fan	5						
Footstool, hassock, ottoman				Dishwasher	20			Fernery or plant stand	10						
Hideabed	50			Dryer, electric or gas	25			Foot locker	5						
Lamp, floor, table	3			Freezer: (cubic capacity)				Heater, gas or electric	5						
Magazine rack	2			10 or less	30			Inclinator	10						
Organ, electric	60			11 to 15	45			Mirrors							
Piano, baby grand or upright	70			16 and over	60			Pictures							
Parlor grand	80			Mangle	12			Power tools							
Spinnet	60			Range, electric or gas	30			Rollaway bed	20						
Radio, table or phonograph	2			Refrigerator (cubic cap.)				Rugs, large roll or pad	10						
Sectional, 2, 3, 4 piece	50			6 cu. ft. or less	30			Rugs, small roll or pad	3						
Stereo- Hi Fi	10			7 to 10 cu. ft.	45			Rugs, large or pad	10						
Studio couch	50			11 cu. ft. and over	60			Rugs, small or pad	3						
Tables, drop leaf or occasional	12			Washing machine	25			Sewing cabinet	2						
Tables, coffee, end or nest	5			Washer/dryer combination	30			Sewing machine	10						
Table, library	20			PORCH, OUTDOOR				Shopsmith							
Telephone stand and chair	5			FURNITURE & EQUIP.				Sled	2						
TV combination/color	25			Bar	15			Table, card	1						
TV, table model/color	10			Bar stools	3			Tricycle	5						
DINING ROOM				Bird bath	5			Trunk, steamer	10						
Buffet	30			Chair, porch	10			Trunk, wardrobe	15						
Chair, arm	8			Chair, lawn	5			TV trays	2						
Chair, straight	5			Fireplace equipment	5			Typewriter	2						
China closet	25			Garden hose	5			PREPACKED CONTAINERS							
Server	15			Glider	20			Barrel, dishes	15						
Table, dinette	15			Grill, barbecue, portable	10			Carlons, clothes	10						
Table, extension	30			Gym, outdoor child's	20			Boxes, pots and pans	5						
BEDROOM				Ladder, extension	10			Carton, books	2						
Bed, incl. spring & mattress:				Lawn mower (hand)	5			Wardrobe carton	10						
Double	60			Mower, power	15			Linens	5						
Single or Hollywood	40			Picnic table	20			Vacuum cleaner	3						
Bunk (set of 2)	70			Picnic bench	5			OTHER ITEMS							
King size/Queen size	70			Rack, outdoor dryer	5										
Chair, boudoir	10			Rocker, swing	15										
Chair, straight or rocker	5			Sandbox	10										
Chaise lounge	25			Settee	20										
Chest, cedar	15			Slide, outdoors, child's	10										
Dresser, bureau, chest of				Swings, outdoor porch	30										
drawers, chiffon, or chiffon	25			Table	10										
Dresser bench	3			TV antenna	5										
Dresser, double, triple	50			Tool chest	10										
Lamps, floor, table	3			Umbrella	5										
Table, night	5			Wheelbarrow	8										
Wardrobe, small	20			PROFESSIONAL ITEMS											
Wardrobe, large	40			Clothing, specialized											
CHILDRENS ROOM				Instruments											
Bathinette	5			MARS equipment											
Bed, youth	30			Reference material											
Chair, child's	3			Tools											
Chair, high	5			Books											
Chair, rocker	3			Papers											
Chest	12			Equipment											
Chest, toy	5														
Crib, baby	10														
Sub total Column 1				Sub total Column 2				Summary				cu. ft. @ 7 lbs. per cu. ft. lbs.			
USE REVERSE IF ADDITIONAL SPACE IS NEEDED.								Estimated Total Weight				lbs.			
DEA Form - 132D DOJ															
(Jun 1976)															



UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION

EMPLOYMENT AGREEMENT

I, _____, make this agreement pursuant to the provisions of Public Law 89-516, Federal Travel Regulations (FTR) 101-7 and implementing regulations.

In consideration of the payment by the Government of the travel, transportation, and/or other expenses of relocating my immediate family and me incident to my assignment to a post of duty at _____, I agree to remain in the employ of the United States Government for a period of not less than twelve months after the date on which I report for duty at that post. Furthermore, I agree that if I fail to fulfill the terms of this agreement, by resigning or vacating my position without authority, or if I am removed for cause (as distinguished from a reason beyond my control and acceptable to the Drug Enforcement Administration), before the end of the twelve-month period, I will repay the United States Government a sum of money equivalent to that expended by it for travel, transportation, and/or other expenses incident to relocating me at the above-mentioned post of duty. Furthermore, I authorize the Drug Enforcement Administration to withhold any compensation or other amounts due me to liquidate in full or in part any indebtedness arising from a violation of this agreement.

(Date)

(Employee's Signature)



UNITED STATES DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT ADMINISTRATION

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(Date)

(Employee's Signature)

**EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED
UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION**
(See instructions at bottom of page and Privacy Act Information on Reverse)

I. EMPLOYEE - CLAIMANT:

Name	Mailing Address	Check Applicable Box if Earlier Claim for Real Estate Expenses Submitted for this Transfer. <input type="checkbox"/> Yes <input type="checkbox"/> No
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II. TRANSFER DATA:

Old Official Station	New Official Station	Date of Notification of Impending Transfer
Travel Authorization Date	Date Reported for Duty at New Official Station	Date Service Agreement Signed

III. RESIDENCE PROPERTY DATA:

(AT OLD OFFICIAL STATION)

(AT NEW OFFICIAL STATION)

COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE		
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED		

EMPLOYEE CERTIFICATION(S):

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence.

Signature of Employee

Date

Signature of Employee

Date

IV. APPROVALS:

A. SALE EXPENSES -

The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.

- ☐ As Claimed.
☐ As Reduced, Per Attached Memo.

Signature

Date

Title

B. PURCHASE EXPENSES -

The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.

- ☐ As Claimed.
☐ As Reduced, Per Attached Memo.

Signature

Date

Title

C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT -

Payment of this claim is approved in the amount of:

\$ _____

If Amount Approved is Less Than Amount Claimed, See Attached Memo.

Signature

Date

Title

INSTRUCTIONS

A. EMPLOYEE - CLAIMANT

1. Prepare application in duplicate, completing Parts I, II and III of face and enter all applicable amounts and totals on reverse side.
2. Attach one complete set of documents required to support claim: sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These documents should be photo or picture copies, as they will not be returned. Be sure you have signed the employee certification(s).
3. Prepare and attach a Standard Form 1012, Travel Voucher. (Record the total amounts claimed on this form on the travel voucher.)
4. For Sale: Submit original of application and supporting documentation, together with Standard Form 1012 to either the SAC, RAC, Laboratory Chief, or the head of the office, or designees, as appropriate at the old official station for approval. Retain a copy of the application.
5. For Purchase: Submit original of application and supporting documentation, together with Standard Form 1012 to either the SAC, RAC, Laboratory Chief, or the head of the office or designees, as appropriate, at the new official station for approval. Retain a copy of the application.

B. SAC, RAC, LABORATORY CHIEF, HEAD OF OFFICE

1. For Sales: Approval of claim must be executed by either the SAC, RAC, Laboratory Chief, or the head of the office, or designees at the locality of the claimant's old official station. (See item IV.A.)
2. For Purchases: Approval of the claim must be executed by either the SAC, RAC, Laboratory Chief, or the head of the office, or designees, at the locality of the claimant's new official station. (See item IV.B.)
3. Final administrative approval of payment of the claim will be executed by the Supervisor of the PCS Travel Voucher Sub-Unit. (See item IV.C.) This official shall independently determine, in accordance with the provisions of FPMR 101-7, Part 6, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined.
4. Standard Form 1012, shall be completed and submitted to Headquarters, Accounting Section, Attn: PCS Sub-Unit, for processing.

COSTS INCURRED AND PAID

EXPLANATION	Former Residence	New Residence
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission paid to the broker or agent.	\$	
2. ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.	\$	
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$	
4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller; costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.	\$	\$
5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A.) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)		
A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or is not specifically required by the mortgage instrument, the amount paid limited to three months prevailing interest on the loan balance.	\$	
B. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal.	\$	\$
C. FHA OR VA APPLICATION FEE: The amount paid.	\$	\$
D. CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.	\$	\$
E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.	\$	\$
F. MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy).		\$
G. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.	\$	\$
H. STATE REVENUE STAMPS: The amount paid.	\$	\$
I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid.	\$	\$
6. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (itemize and explain; if necessary, attach separate sheet):	\$	\$
TOTAL - FORMER RESIDENCE _____	\$ 1-2	
TOTAL - NEW RESIDENCE _____		\$ 1-2

NOTE: In accordance with the real estate expense provisions of FPMR 101-7, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-231, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

- There are maximum percentage and dollar limitations on the aggregate amount which may be reimbursed on the sale and purchase of residences. These maximums are adjusted periodically and therefore are not stated on this form. Refer to FPMR 101-7, Chapter 2, Part 6 (including supplements) for the current levels.
- If property is multiple family unit type (excluding condominium) expenses will be prorated and allowed for residence unit only.

PRIVACY ACT INFORMATION

AUTHORITY: Title 5, U.S.C., Sections 5721 and 5733; Title 20, U.S.C., Section 905(a)

PURPOSE: To provide detailed itemization and supporting information when employee claims reimbursement of expenses incurred upon sale or purchase (or both) of residence upon change of official station.

ROUTINE USES: To audit and approve payment of an employee's claim for reimbursement of this type of expense. Data is also subject to audit by the Office of Inspections, Department of Justice and the Government Accounting Office.

EFFECT: Failure to provide information will result in a disallowance of employee claim for this type of expense.

CLAIM FOR REIMBURSEMENT OF SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS

NAME OF EMPLOYEE		ORGANIZATION	EMPLOYEE'S SSN
TRAVEL AUTHORIZATION NO. AND DATE		DATE EMPLOYMENT AGREEMENT SIGNED	DATE REPORTED AT NEW OFFICIAL STATION

SUMMARY OF REIMBURSEMENT CLAIMED							
30-DAY PERIOD	INCLUSIVE DATES	PER DIEM RATE			MAXIMUM TOTAL ALLOWANCE	ACTUAL ALLOWABLE EXPENSES	AMOUNT CLAIMED
		Employee	Immediate Family				
			No. of Persons	Rate			
FIRST		\$		\$	\$	\$	\$
SECOND							
THIRD							
FOURTH							
TOTAL					\$	\$	\$

PERSONS AND PERIOD COVERED BY CLAIM						
NAME	RELATIONSHIP TO EMPLOYEE	TEMPORARY SUBSISTENCE PERIOD				LOCATION OF TEMPORARY QUARTERS (Give FULL Address)
		BEGINNING		ENDING		
		Date	Hour	Date	Hour	

TEMPORARY QUARTERS ALLOWANCES

Reimbursement will be only for actual subsistence expenses incurred provided these are incident to occupancy of temporary quarters and are reasonable as to amount. Allowable subsistence expenses include only charges for meals (including groceries consumed while occupying temporary quarters), lodging, fees and tips incident thereto, laundry, and dry cleaning. The actual expenses will be itemized in a manner which will permit at least a review of the amounts spent daily for lodging, meals, and all other items of subsistence expenses. Receipts will be required for lodging, laundry, and cleaning expenses (except when coin-operated facilities are used and then such expenses will be itemized in "REMARKS" on Reverse). Expenses for local transportation incurred for any purpose during occupancy of temporary quarters will be disallowed. The amount which may be reimbursed for temporary quarters subsistence expenses will be the lesser of either (a) the actual amount of allowable expenses incurred for each thirty-day period or (b) the maximum per diem allowable for each thirty-day period. (Reference: Federal Travel Regulations 101-7, Sections 2-5.4c). **DAILY EXPENSES ARE TO BE ITEMIZED ON REVERSE.**

PRIVACY ACT INFORMATION

AUTHORITY: Title 5, U.S.C., 5724a.

PURPOSE: To provide detailed itemization of subsistence expenses while occupying temporary quarters in connection with a permanent transfer from one official station to another.

ROUTINE USES: To audit and approve payment of an employee's claim for reimbursement of this type of expense. Data is also subject to audit by the Department of Justice and General Accounting Office.

EFFECT: Failure to provide information will result in a disallowance of employee claim for this type of expense.

SOCIAL SECURITY INFORMATION:

Authority: This number is mandatory by Internal Revenue Code Section 8109.

Routine Uses: Used as identifying number in preparing external reports to the Department of Justice payroll system on payment of relocation expenses subject to Federal income tax laws.

[illegible]

Indicate appropriate 30 day period, i.e., 1st, 2nd, 3rd, or 4th, and carry sheet forward on "Actual Allowable Expenses" column on front of page.

RELOCATION SERVICES

I. SCOPE

In November, 1984, contracts were signed with Homequity, Inc., Coldwell Banker Relocation Management Service, Inc., and ChemExec ReloSystems, Inc. to provide home purchase and other miscellaneous relocation services for DEA/FBI personnel. The vendors are subject to change at the time of contract renegotiation and renewal. Each of the vendors provides the same services, specified by their contracts with the FBI/DEA. Any exceptions must be approved by DEA. The services available at no fee to the transferee are as follows:

- Home Sale Assistance - Establishes a marketing strategy to enhance the possibility of a sale by providing helpful counseling on how to prepare the home for sale.
- Home Purchase - Provides a guaranteed home purchase for the transferred employee.
- Property Management - Gives the transferee the option to maintain ownership of his/her property.
- Home Finding Service - Information and guidance is provided to employees prior to their house hunting trip so they can make an intelligent, knowledgeable choice of community and home as quickly as possible.
- Mortgage Assistance - Provides information about financing available to qualified buyers.

Services which are available at a fee to the employee are as follows:

- Spouse career counseling - Employment information and counseling for spouses who require or desire employment in the destination area.
- Rental Housing - Designed to meet the home finding needs of transferring employees who desire to rent at their new duty station.

II. PURPOSE

FBI/DEA has contracted for relocation services to ease the financial and personal stress of relocation for employees, while managing the total cost of employee relocation effectively and efficiently. The intent of the relocation program is to provide a "safety net" program. It is not designed to ensure that the transferee will never lose money. If the transferred employee cannot sell his/her residence, the guaranteed offer provides a means by which the transferee can dispose of the residence and proceed unencumbered to the new duty station.

III. INITIATION OF THE PROGRAM

- A. Upon notification of a transfer, HQS, AMGT, will mail a packet of PCS information and questionnaires to the transferring employee. The employee should indicate, in the remarks section of the DEA Form 132 his/her interest in the relocation program and the primary services required.
- B. Upon receipt of the DEA Form 132, AMGT refers the employee's name to a relocation company.
- C. A relocation services counselor contacts the transferring employee within 24 hours of receipt of the employee's name. The counselor will describe in detail the services available.
- D. The employee has seven (7) working days to decide whether or not to participate in the program and to select the course of action: home sale, rental management, or any of the miscellaneous services available. An extension beyond seven (7) days may be authorized by the DEA Relocation Specialist under extenuating circumstances (sickness, pregnancy, extension of reporting date, etc.) Marketing is not considered a legitimate justification for an extension. Once a service is selected and initiated, an employee may NOT change to another service. (i.e. switch from homebuying to property management).

IV. HOME SALE ASSISTANCE PROGRAM

- A. Objective - To obtain the maximum value in the shortest period of time for the employee's residence.
- B. The Relocation Services Counselor will review the program with the employee and a sales associate will be selected.
- C. The sales associate will contact the employee quickly to obtain some basic information about the property and arrange a convenient appointment to view the home.
- D. In preparation for the appointment, the sales associate will research recent sales and properties currently on the market that are comparable to the employee's home, and will be prepared to discuss them with the employee.
- E. After inspecting the home, the sales associate will prepare a final "Competitive Property Report", analyzing all the factors

that will affect the marketing of the property. A suggested list price, probable time on the market, and probable range of selling value will be included, along with a marketing plan to attract the highest number of qualified buyers.

- F. The "report" will be delivered to the employee, and the sales associate will offer to list and market the home. A copy of the report will be sent to employee's Relocation Services Counselor.
- G. NOTE: The marketing report is not used to establish the value of the guaranteed home sale offer. The report assists the employee in understanding the appraised value offer and negotiating offers from prospective buyers.

V. HOME SALE PROGRAM

A. Overview

The home sale program provides a guaranteed home purchase for the transferred employee. The relocation company's offer to buy is at the appraised market value. This will assist the employee in determining the minimum amount of equity available to purchase a home at the new duty station. Additionally, since it is not necessary to consider any offer less than the relocation company's offer, the employee is in a much better position to negotiate a higher price, if possible, during the acceptance period.

B. Eligibility

- ° Domestic to domestic transferees
- ° Reporting date to new duty station on or after November 14, 1983
- ° DEA employees or Basic agents - must have been a Federal government employee prior to employment with DEA
- ° The employee's transfer is determined to be in the interest of the Government
- ° Residences eligible for the Guaranteed Homesale service must meet the definitions and requirements of the FTR governing the direct reimbursement for the sale of the home:

"Residence" includes condominiums, cooperatives, mobile homes, etc.

The home must be the primary residence of the employee at the time of notification of transfer.

Title to the property must be in the name of the employee and/or spouse or immediate family member.

If title is held jointly with a person other than an immediate family member, DEA will pay only a pro rata share of the fee. The employee or other owner will be responsible for payment of the balance of the fee.

Land in excess of that which reasonably relates to the residence may be subject to prorated fees.

C. Recommendation

It is recommended that you market the home independently (an exclusion clause -wording below- must be included in your contract with the Real Estate Broker). If the employee receives an offer that will provide a higher net value from a qualified buyer, the sale will be assigned to the relocation company.

Exclusion Clause - The owner(s) hereby reserve the right to (1) sell this property directly to a relocation management company and in such event, to cancel this agreement with no obligation for commission or continuation of listing thereafter, or (2) to assign any acceptable written offer hereunder to a relocation management company for closing and payment of commission, which shall be deemed earned and payable only upon closing of title, in accordance with the terms thereof.

D. Details

1. Once the Home Purchase Program is selected, the relocation services counselor will confirm the program selection in writing. A packet of information detailing the service will accompany the confirmation letter.

The transferred employee must select three appraisers. A selected list of appraisers is provided to the employee. This list is comprised of appraisers who primarily work in the residential market, are qualified, and found to be reputable. The employee, however, is not restricted to use an appraiser/s from the list. If an employee elects to use an appraiser/s other than those referred, he must ensure that the appraiser/s is qualified, has no personal interest in the property and has not appraised the property within the last six months.

3. Two appraisers are contacted by the relocation company. They are instructed to appraise the property at "fair market value" (FMV). This is done by compiling a list of comparable

sales in the employee's area. The homes are compared feature for feature and both positive and negative adjustments are made to the home's value based on this comparison. The FMV should be fair, reasonable, and equitable. The value represents the most probable selling price, neither the highest nor the lowest price to be paid. If the appraisals do not agree within 5% of each other, a third appraisal is ordered and the two closest appraisals are averaged to arrive at the "offer" price.

a. Definitions:

1. The Fair Market Value - When appraising a home, the appraisers are asked to conform to the following definition of a FMV appraisal: "What would be the value of a home, given a reasonably prudent buyer, a reasonable time period, and a non-stimulated seller, in which the buyer and the seller would agree?" All three of these components must be taken into consideration when analyzing the market place and comparable properties.
2. Reasonably Prudent Buyer - A reasonably prudent buyer is one who has been in the given marketplace long enough to recognize the worth of one house versus another, given a variety of asking prices of similar homes in the specific given marketplace. It is important that the houses being compared are in the same marketplace.
3. Reasonable Time Period - A reasonable time period is defined as the normal selling time in the given local marketplace for the "mainstream" home.
4. A Non-Stimulated Seller - A non-stimulated seller is a seller who is not being forced to sell in an unreasonable time period. In other words, it would not be fair to compare your house with a sale of a property similar to yours, if the seller had been forced to "dump" his home because of imminent foreclosure.
5. The Appraiser's Job - The appraiser's job is to predict the probable sale price of your home based upon the valid market data approach and to substantiate his appraisals in detail by applying the definition of the above three components of a fair market value appraisal.

b. Recommendations:

1. Prepare a list of comparable houses that have sold in your immediate area within a reasonable length of time. A Comparable Information Form and instructions for its use are attached.

2. Prepare a fact sheet which you will hand to the appraiser. List all of the amenities which your house has, i.e. double insulation, storm windows, etc.
3. Make any final touch up jobs to your house prior to the appraisers arrival, i.e. painting (natural colors sell easier), clean carpets, remove clutter from house and closets (rooms that appear larger can impact the appraisal), clean appliances, repair leaking faucets, clean bathrooms and kitchen, mow lawn, rake leaves and remove debris.
4. Once the written appraisals are received by the relocation firm, a verbal offer will be made to the transferring employee. The verbal offer will be followed up with a written offer, backdated to the date of verbal offer.

* If, after carefully reviewing the appraisals and discussing any questions with the relocation firm counselor, an employee feels that the appraised value does not reflect the market value of the property, an appeal may be instituted through the relocation counselor.
5. After receiving the written offer, the employee has three options during the next 45 calendar days. These choices are:
 - ° Assigned Sale - If an offer is received from an outside buyer, IT IS ESSENTIAL that it be reviewed with the relocation company, and instructions carefully followed to complete the "ASSIGNED SALE". When reviewing the outside offer, the relocation company will deduct any abnormal or negotiable expenses (discount points, repairs, improvements, etc.) not reimbursable according to the FTR. (A contract of sale contingent on the sale of the buyer's present home is not eligible for assignment.) The relocation company will assume responsibility for closing the sale. In the interim, the employee will be paid his equity based on the relocation company's offer. When the sale is closed, the additional equity will be forwarded to the employee. In the event the sale falls through, price reverts back to the offer amount which the employee can accept or reject.
 - ° Regular Sale - The employee may accept the offer by signing the contract of sale, having it notarized and returning it to the relocation company.
 - ° Rejection (Non acceptance) - The employee informs the relocation company that the offer has been rejected. If the employee allows the offer period (45 days) to expire without an acceptance, it is considered a rejection and the

file is closed. An employee, once the file is closed, may not go through the program again for that transfer. Transferee may sell the house independently and voucher the reimbursable closing costs for direct reimbursement. The appraisal and inspection type fees (termites, roof, etc.) will not be voucherable at this time as they have previously been paid by DEA under the relocation program.

6. Disbursement of Equity - As soon as the signed contract of sale is received by the relocation company, they will disburse 100% of the equity within five (5) days. On an assigned sale, the additional equity, resulting from a higher sale price, will be forwarded upon closing of the sale.
7. Vacating the Home - The employee has 45 days after signing the contract of sale to vacate the premises. The employee must maintain the home and all carrying cost until vacating.
8. No vouchers - All costs incurred by the relocation company will be billed directly to DEA by the company. The employee will not have to prepare a voucher.

I. PROPERTY MANAGEMENT

A. Overview

If an employee prefers to rent his/her home rather than sell it, because the circumstances of their move would make selling either uneconomical or impractical, the relocation company will provide full service property management.

B. Benefits of this Service

1. To develop a realistic rental strategy
2. Negotiate leases for the employee
3. Provide a single point of administration to handle all the aspects of managing the property.

C. Details

1. The relocation companies will request an opinion of two local brokers to obtain the most likely rental price. These brokers are advised to use a market analysis approach which compares the rental price of comparable properties in the area.
2. An average will be taken of the two brokers' opinions. The employee is advised of the suggested fair market rental price via telephone. The employee may use this rental price or set his own rental price.

3. A property management contract will be prepared and forwarded to the employee for consideration and acceptance. The employee will have 30 days from the date of the contract in which to accept the services. If the service is accepted, the relocation company will negotiate on the employee's behalf, the best rental offer and lease alternative under current market conditions. The employee will approve the final lease and rental price.
4. The relocation company will attempt to locate a desirable tenant for the employee's rental property. Security deposits will be required from every tenant and deposited by the relocation company in an interest bearing account. All rent will be collected and deposited in a local bank by the relocation company. All carrying expenses (i.e. mortgage, taxes, etc.) will be paid from the rent income.
5. Normal upkeep and maintenance of vacant properties will be provided by the relocation company and paid for by the employee. Normal maintenance, while property is occupied, will be performed by the tenant in accordance with the lease. Emergency repairs will be effected immediately. All repairs in excess of \$500 will require two estimates and will be subject to the employee's approval.
6. On a quarterly basis, the rental property will be inspected (interior and exterior). A complete inspection report will be provided to the employee. The report may contain recommendations for any improvements or repairs that need to be made.
7. Also, on a quarterly basis, an individual accounting of all cash receipts and disbursements will be provided to the employee.
8. DEA will pay for the rental management services. The employee is liable for extra expenses such as finder's fee, advertising, mortgage while unoccupied, etc. The fees paid by DEA will be deducted from the employee's equity if the employee subsequently sells his house using the Home Buying Service. NOTE: The sale, if any, must be completed within three (3) years of the date of transfer.

VII. OTHER SERVICES AVAILABLE

In addition to the aforementioned services, the relocation companies will offer other services which the employee may elect to use. These include:

- ° Home Finding Service - Counseling and information on the new area, assistance in planning the househunting trip, and recommendation of reliable real estate brokers are provided to all relocating employees at no fee to DEA or employee. The homefinding service will help prepare for the house hunting trip, and make the most effective use of time, by providing advance information on the area and recommending a broker who will show homes in the communities and price ranges that meet the relocating family's needs.

The relocation company's homefinding counselor will monitor the broker's performance, stay in touch with the family to ensure that all requirements are being addressed, and assist with any changes or additional assistance that may be needed.

Early use of the homefinding service will help plan the relocation to minimize family separation and the inconvenience and expense of extended stay in temporary quarters.

- ° Career Counseling - Spouse - Assistance in finding employment at the new duty station for the spouse of a transferred employee is offered by each relocation service company. Fees for these services vary, and WILL NOT be paid or reimbursed by DEA. The relocation firm counselor will explain the services and expenses.

DEA is aware of, and understands, the financial and personal stress that relocation imposes on the dual career family. However, the wide variety of careers and assistance requirements of DEA spouses make the selection of an assistance program that meets all needs on a cost-effective basis virtually impossible. Each family should assess its requirements and resources, and make an individual decision on the value of the services offered.

Early identification of dual career concerns and requirements to the homefinding counselor at the relocation service can often result in a wealth of information about local employment contracts, opportunities, and assistance in the new community. Homefinding services provide this information, as appropriate and available, at no cost to DEA or the relocating family.

- ° Rental Housing at new duty station - Area information and assistance in securing suitable rental housing (usually apartments) are offered on an employee-paid fee basis by the relocation firms.

Employees requiring rental homefinding help should discuss the service, fees, and associated expenses with the relocation counselor, and make their own judgment about the relative value of the service.

The counselor may be able to arrange for information and assistance, without a fee, in certain areas.

In certain metropolitan areas, local real estate custom may require the payment of a "finder's fee," in addition to the rental homefinding service fee. Such fees are the responsibility of the employee.

- ° Mortgage Finding Assistance - The relocation firm will offer counseling and information on mortgage financing available in the new area, referral to reliable sources of market rate financing, and assistance in understanding the types and amounts of loans available for which the employee can qualify. This assistance is provided at no charge to the employee or DEA, other than the normal financing costs involved in securing a loan.

Reimbursement for costs (loan origination fees, appraisal fees, etc.) requires the submission of vouchers and supporting documents, according to normal procedures.

Relocation companies provide mortgage finding assistance, both through their affiliated and local mortgage sources, to help the employee locate the lender. Make comparisons with a number of mortgage brokers for the best rate.

- VIII. Further details relative to the relocation services should be directed to the Relocation Specialist in Headquarters, AMGT, (633-1300).

Revised July 15, 1985

DRUG ENFORCEMENT ADMINISTRATION
DOMESTIC GUIDE
INCLUDING TERRITORIES & POSSESSIONS
FOR INCURRING AND CLAIMING EXPENSES
INCIDENT TO CHANGE OF OFFICIAL STATION

MARCH 1985

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INTRODUCTION

This pamphlet outlines the benefits and allowances which you may be entitled to receive as a result of your change of official station. It is not a copy of the applicable regulations and has no directive authority. The regulations covering change of station transfers for civilian employees are found in the Federal Travel Regulations incorporated in the Federal Property Management Regulations (FPMR 101-7). If any differences exist between this pamphlet and the regulations, the regulations will govern.

You may not be entitled to reimbursement for all items included in this pamphlet. Your DEA Form 132a, Travel Orders, will specify which types of allowances and reimbursements have been authorized for you. If you have any questions on reimbursement of expenses in connection with your transfer, you should contact your Administrative Officer. NO TRAVEL IS TO BE INITIATED UNTIL RECEIPT OF TRAVEL ORDERS.

No amendment to travel orders will be required if departure and reporting dates are within the 90 days (60 days for Basic Agents) of date set by Headquarters Personnel Office for the employee to report to his/her new post of duty. The following forms will be issued to document your change of official station:

- (a) DEA Form 114: Agreement to Remain in the Federal Service (to be signed by the employee - 2 copies)
- (b) DEA Form 132: Travel Questionnaire (to be filled out by employee)
- (c) DEA Form 132a: Travel Orders (issued by DEA Headquarters)
- (d) DEA Form 198: Employee Application for Reimbursement Expenses Incurred upon Sale or Purchase (or both) of Residence upon Change of Official Station (to be completed by employee)
- (e) DEA Form 132b: Claim for Reimbursement of Subsistence Expenses while occupying Temporary Quarters
- (f) DEA Form 132d: Inventory of HHG
- (g) SF-1038: Application for Advance of Funds (if required)
- (h) DEA Form 132e: HHG Shipment Report

I. GENERAL

- A. Coverage: This pamphlet is designed for use by Drug Enforcement Administration civilian employees who are being transferred at Government expense from one official station to another within the continental United States including territories and possessions.

Employees transferred from or to a territory/possession receive the following allowances in addition to the normal entitlements outlined in this guide.

- (1) Real estate entitlement in territory or possession.
- (2) Unaccompanied baggage entitlement as provided in Foreign Affairs Manual.
- (3) Shipment of a POV via use of a Government Bill of Lading.
- (4) No house hunting trip entitlement.

- B. Official Station Defined: The term "official station" is defined as the corporate limits of the city or town in which the employee is stationed, or to which he/she regularly commutes for work.

C. Immediate Family Defined

- (1) Spouse
- (2) Children (including step and adopted children, grandchildren, legal minor wards, legal guardianship, dependent children of employee or spouse) who are unmarried and under 21 years of age, or regardless of age, are incapable of self support.
- (3) Parents (including step or legally adoptive parents) of the employee or the spouse, when such parents are at least 51 percent dependent of the employee for support.
- (4) Sisters and brothers (including step or adoptive sisters or step or adoptive brothers) of the employee or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self support.

- (5) Parents and brothers and sisters described in (3) and (4) above may also be considered dependents if they receive support (less than 51%) from employee or spouse without which they could not maintain a reasonable standard of living.

D. Time Limitations

- (1) Agreement Requirement: Before reimbursement of any expenses in connection with your move may be allowed, you must sign an agreement (DEA 114) to remain in the Government service for twelve months following the date of transfer. If you violate the agreement, you will be liable for repayment of all money received by you for your change of station expenses. Repayment will be waived if you are separated for reasons beyond your control and are acceptable to the Drug Enforcement Administration.
- (2) Time Limitation: All travel and transportation shall begin within two years from the effective date of change of official station; however, if you enter upon active military and are furloughed for the duration of such duty, the two year period shall be exclusive of the time spent on furlough. You should, however, endeavor to complete your travel and the shipment of your household goods at the earliest date possible.

The settlement dates for residence sale and purchase or lease termination transactions for which reimbursement is requested should not be later than two (initial) years after the date on which the employee reported for duty at the new official station. This time limit may be extended up to one additional year upon receipt of a written request, prior to the expiration of the initial two years, outlining the need for such extension.

E. Administrative Leave

All DEA transferees are granted not less than two (2) nor more than five (5) days of administrative leave at their origin and destination points to observe and supervise the packing and unpacking of their household goods and personal effects, at the discretion of their supervisor. It is in your best interest that you personally accompany the household goods carrier to the weighing scale and obtain a copy of the certified weight scale ticket to avoid any misconceptions as to your maximum weight entitlement.

II. HOUSE HUNTING TRIP

When authorized in the travel order, payment of travel and transportation expenses of the employee and spouse traveling together, for one round trip between the localities of the old and new duty stations (maximum 10 days including travel time) for the purpose of obtaining permanent residence quarters prior to the actual move. Separate round trips by the employee and spouse may be allowed provided the overall cost to the Government is limited to the cost of one round trip for the employee and spouse traveling together. If both make the trip, the regular rate of per diem will be allowed the employee and three-fourths of that amount will be allowed the spouse. If either makes a trip alone, the per diem will be that regularly allowed the employee. A round trip performed by the employee for this purpose, when authorized, must be accomplished before reporting to the new official station. A round trip by the spouse, when authorized, may be accomplished at any time before relocation of the family to the new official station but not after the expiration of the maximum time for beginning allowable travel and transportation. The employee is considered to be in duty status on working days within the authorized period of the advance trip. Dependent children are not authorized to travel at Government expense.

A house hunting trip will be authorized only when circumstances indicate that it is actually needed. As a general policy, the period for temporary lodging (VII) should be reduced or avoided if a round trip to seek permanent residence quarters has been made.

A house hunting trip will not be authorized at Government expense if the distance (via normally traveled route) from the old to new station is less than 75 miles; the employee has formally agreed to the transfer and the date of transfer has been established; and the agreement to remain in Federal Service (DEA-114) has been signed.

Local Transportation: Local transportation for the purpose of locating permanent residence is authorized by common carrier, local transit systems, GSA contract rental or other commercially rented automobiles or POV. The mode of local transportation must be consistent with the mode of transportation authorized for travel to and from the new official station. Rates for POV, employee only \$.15 per mile, employee and spouse \$.17 per mile.

Expenses for the use of taxis shall be limited to transportation between depots, airports, carrier terminals, and place of lodging. Government furnished automobiles shall be used whenever it is reasonably available. If a Government furnished vehicle is not available as a first resource, a commercially rented vehicle or POV may be used.

Employees are advised that their dependents are not authorized to drive Government vehicles (see Comptroller General Decision number B-190440, dated January 20, 1978).

III. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS

A. Arrangements for Shipping

DEA has the responsibility to move you as efficiently and conveniently as possible, and will make all arrangements for the shipping and storage of your household goods. The Transportation Unit will select the carrier, arrange for carrier services and for packing and crating. They will also prepare the Government Bill of Lading (GBL). The actual costs of transportation of your household goods, within the authorized weight limits, will be allowed at Government expense. Also within that weight limit the actual costs for packing, crating, unpacking, drayage incident to transportation, and necessary accessorial services will be allowed. If you wish to ship more than 18,000 pounds and are willing to sign and provide a statement to the carrier that you will reimburse DEA for excess costs, you will be entitled to the reduced rates offered to DEA. Otherwise, any excess weight transported will be billed you at the commercial rate by the carrier at time of delivery. The carrier assigned will contact you normally within ten days after receipt of the GBL to arrange an appointment to conduct a pre-move survey and establish pick up dates. If the carrier assigned to move your household goods cannot meet your requirements, please notify Headquarters AMGT by calling 633-1300 so that we may make other arrangements.

B. Definition--Household Goods and Personal Effects

"Household goods and personal effects" means personal property which may be transported legally in interstate commerce and which belongs to, and is in the possession of, an employee and his immediate family at the time of notification of transfer. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by the employee or members of his immediate family, or any property intended for use in conducting a business or other commercial enterprise. The transportation of a privately owned house trailer may be allowed at Government expense in lieu of household goods as prescribed in the Federal Travel Regulations. Vehicles with two or three wheels, such as motorcycles, mopeds, snow mobiles, and golf carts, may be shipped as household goods.

NOTE: Any household goods or personal effects acquired after the effective date of PCS orders must be shipped at employees expense.

C. Temporary Storage

If it becomes necessary for you to store your household goods and personal effects temporarily at the point of origin/destination, you may do so at Government expense. Such expenses are considered to include actual storage at point of departure or destination, not to exceed 90 days. However, upon an employee's written request prior to the expiration of the 90 days, the initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions if approved by the agency head or his/her designee. Justification for an additional storage period may include, but is not limited to, the following reasons:

- (1) An intervening temporary duty or long-term training assignment;
- (2) Nonavailability of suitable housing;
- (3) Completion of residence under construction;
- (4) Serious illness of employee or illness or death of a dependent;
- (5) Strikes, acts of God, or other circumstances beyond the control of the employee.

Drayage between residence and warehouse, loading or unloading at the warehouse and similar expenses, as separate from transportation charges, incident to the temporary storage are also included.

D. Origin and Destination of Shipment

The shipment may originate at your old official station or at some other point in the commuting area, or partially at both, and the destination may be the new official station or some other point in the commuting area selected by you, or both places. The total allowance will not exceed the amount that would apply had there been a one-lot shipment by the most economical route from the old official station to the new official station.

E. Weight Limitations

The maximum net weight of household goods that may be transported or stored at Government expense may not exceed 18,000 pounds for employees with or without immediate families.

Prior to delivery of your household goods to residence, you may request a re-weigh from the Transportation Unit if the weight of your household goods, as furnished to you by the carrier, is questionable.

F. Responsibilities of the Employee

1. At the time of your PCS counseling, you should have a fairly accurate estimate of the weight of your household goods. A relatively safe guide can be obtained through use of the DEA form 132D.
2. A representative of the carrier contracted for your move will come to your home to perform a pre-move survey to determine if you have any special or oversized items which require special packing methods. Be sure to show him everything you intend to move, including tools in the garage or basement and trunks in the attic. Failure to do so may result in the packers showing up at your residence on moving day without enough, or the wrong type of packing materials and cartons.
3. Before the packers arrive, dispose of all items you no longer want or need. Be sure to separate those items which you will carry with you and do not want packed; identify those items to the packers so that they will not be packed accidentally.
4. A representative of the carrier will make an inventory of your household goods to be shipped. It is extremely important that you be present while the inventory is being prepared. The carrier is required to clearly and legibly indicate each article of furniture or effects. All cartons must be marked to identify, by general description, the contents and the same general identification of contents must be shown on the inventory list. Exceptions to the condition of the goods must be recorded specifically for each article. General terms, such as marred, scratched, dented, worn, torn, gouged, etc., cannot be used without supplemental descriptions as to the degree and location of the exception. If you disagree with the condition of your property as described by the pick-up carrier, you must make written exceptions on the pick-up inventory before signing it. Failure to do so may invalidate your claim in case of loss or damage. The carrier must furnish you a completely legible and signed copy of the inventory at origin.

G. Unloading and Unpacking at Destination

1. The same inventory prepared at origin will be used at destination to check against possible loss of, or damage to, articles. Any loss or damage incurred during the move must be noted by you on the back of the GBL and/or on the delivery inventory when your goods are delivered to your new home. If you do not make such exceptions, in the event you file a claim, that portion of the claim which you did not make exception to may be disallowed.
2. At destination, the carrier is required to accomplish all unloading including the laying of rugs and the placement of furniture in appropriate rooms so they are readily available for use. All articles disassembled by the carrier will be reassembled by the carrier. Unpacking services performed by the carrier will include unpacking all carrier packed barrels, boxes, cartons and crates and placement of the contents in the proper rooms. All empty containers, packing materials and other debris accumulated incident to unpacking will be removed from the residence by the carrier. If all unpacking services cannot be accomplished on delivery day at destination, the carrier must return the following day to complete unpacking.

The unpacking service must be performed by the carrier unless you specifically waive his service in writing at the time goods are delivered to your residence. Do not sign the GBL until the carrier has performed all unloading and unpacking services.

H. Damage to Household Goods

The civilian Employee Claims Act of 1964 authorized the settlement of claims of loss or damage of property incident to transportation, if recovery cannot be had from the insurer or carrier when the shipment or storage was made under a Government Bill of Lading or by a commercial carrier which has been duly authorized to operate in intrastate or interstate commerce, provided the loss or damage occurred incident to Government service and was not caused by negligence or wrongful act of the claimant.

(1) Claims not allowable

Loss or damage covering:

- (a) Shipments made by unlicensed carriers.
- (b) Items of extraordinary value. Such articles should be insured by the owner.

- (c) Property acquired for sale. Items shipped in violation of the law.
- (d) Items purchased as gifts
- (e) Motor vehicles or trailers when employee has received a mileage allowance
- (f) Intangible property, bank books, checks, stock certificates, etc.

(2) Maximum Award Allowed

A claim must include all damages or losses incurred by the claimant from the incident giving rise to the claim. The maximum amount which may be paid for a claim is \$25,000. The submission of two or more claims arising from one incident in order to circumvent the statutory ceiling of \$25,000 is prohibited.

(3) Insurance

Employees are encouraged to carry private insurance to cover risks specifically excluded or limited by these regulations.

Employees are cautioned that in any case where loss or damage is suffered, and there is a possibility of recover against a carrier, warehouseman, insurer or other contractor, they should file and pursue their claim, arising from such relationship diligently. Employees are further cautioned not to sign any release or statement that property was received in good condition unless and until they are satisfied that no loss or damage occurred. Failure to file and pursue such a claim or the signing of a release or statement of arrival in good condition, will prejudice the handling of the claim under the Employee Claims Act.

(4) Carrier's Liability

The carrier's liability for loss or damage is automatically 60 cents per pound per article. The Government accepts liability for loss and damage in excess of the amount allowed by the carrier. If you want to increase your liability on your HHG move, it is recommended that you contact the Transportation Unit for increased

valuation prior to the pack date. The Transportation Unit will advise you of the charges which will be billed to you after the move. The carrier will be informed of the increased valuation by use of the GBL. CAUTION: If you do not notify the carrier of intent to file a claim within 30 days after delivery, your claim may be denied.

(5) Processing of Claim Filed on DOJ Form 110

Consult your Administrative Officer to assist and guide you in the preparation of all claims for damage/loss to property, in transit, storage or on post, which are covered by this Act. Each Divisional office has a copy of Department of Justice Order 2110.23A dated August 11, 1980. All claims are to be forwarded through your Administrative Officer to the Chief Counsel, Headquarters, for review and settlement. Claims against the Government are filed on DOJ Form 110 available from your Administrative Officer.

I. Household Goods Shipment Report (DEA 132E)

You will be furnished a copy of a household goods shipment report. Please complete this form after your transfer is completed and submit it to the Transportation Unit. Submission of this form is very important, since it is the basis for evaluation of carrier service and where necessary, for warning to, or suspension of, carriers giving poor service.

The DEA Form 132E should be filled out and forwarded to the Transportation Unit as soon as possible after your move is completed but not later than 30 days from delivery date.

IV. TRAVEL AND PER DIEM

A. Travel by Common Carrier

If Transportation of yourself and immediate family will be by common carrier (railroads, airlines, etc.) and the cost will exceed \$100, you should obtain from your Administrative Office a United States of America Transportation Request, SF 1169. The transportation request (GTR) is presented to the carrier, in lieu of cash, when purchasing tickets. A GTR is a negotiable instrument and should be safeguarded accordingly.

When members of your immediate family accompany you to your new official station, all tickets should be secured with a single GTR drawn in your name and showing the number of family members who will accompany you at Government expense. The name and relationship of each member of the immediate family and the ages of any dependent children shall be shown on the reverse. If your immediate family expects to follow you to your new official station at some future date, it will be necessary for you to secure, at the proper time, the necessary transportation request, properly completed by issuing officer and drawn in the name of the senior traveling member of the family, and including the number of other family members. The senior member will sign the request as traveler. When members of the immediate family are indicated only by number in the space provided on the face of the request, the ages of children will be given on the reverse.

Even though transportation by common carrier may be the only expense involved in a particular transfer, a voucher must be submitted. The buff copy of the GTR must be turned in with your travel voucher.

If transportation under \$100 is paid in cash, retain the passenger coupon as a receipt to be submitted with your reimbursement voucher.

B. Travel by Privately Owned Automobile

Payment of mileage allowance, when authorized or approved in connection with the transfer, will be allowed as follows:

<u>Occupants of Automobiles</u>	<u>Mileage Rate (cents)</u>
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Employee only, or one member of immediate family	15
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Employee and one member or two members of immediate family	17
Employee and two members or three members of immediate family	19
Employee and three or more members of immediate family, or four members of immediate family	20

Use of More Than One Privately Owned Automobile

Use of no more than one privately owned automobile is authorized as being advantageous to the Government in connection with PCS travel except under the following circumstances, when use of more than one privately owned automobile may be authorized.

- a. If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle;
- b. If because of age or physical condition special accommodations are necessary in transporting a member of the immediate family in one vehicle, and a second automobile is required for travel of other members of the immediate family;
- c. If an employee must report to a new official station in advance of travel by members of the immediate family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official stations;
- d. If a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel; or
- e. If, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

C. Allowable Per Diem

Allowable per diem begins at time of actual departure from the old station and ends upon actual time of arrival at the new duty station, irrespective of the effective transfer

date. The allowance is based on the usually traveled route between the old and new official stations. Allowance rates are as follows:

For the employee:	The administratively established amount of regular travel. Currently at \$50.00 per day.
For the spouse:	When accompanied by the employee, three-fourths of the amount allowed the employee. When unaccompanied by employee, the same amount to which the employee is entitled above. When more than one POV is used, the spouse will be considered to have been accompanied by the employee if travel is on the same days along the same general route.
For each additional member of immediate family	Age 12, or over, three-fourths of the employee allowance rate. Under 12 one-half the employee allowance rate.

When travel is by privately owned automobile, the per diem allowance will be based on the actual travel time but will not exceed that required for a minimum driving distance of 300 miles per calendar day. Exceptions to the minimum driving distance are, but not restricted to, delays for reasons clearly beyond the control of the traveler such as:

- (1) Acts of God
- (2) Restrictions by Governmental authorities
- (3) Other reasons acceptable to the agency

V.

MISCELLANEOUS EXPENSE

Certain miscellaneous types of expense associated with, and inherent in, discontinuing residence at one station and establishing residence at a new station may be reimbursable. When fully supported by receipts, paid invoices, or itemized statements, and properly authorized or approved, the maximum reimbursement for an employee transferring without immediate family is one weeks basic compensation or that of a GS-13/10 whichever is less; for an employee transferring with immediate family, two weeks basic compensation or that of a GS-13/10 whichever is less.

A claim may be made without supporting evidence of expenses, in which case the allowance will be \$350 or one week basic compensation whichever is less, for an employee without immediate family; \$700 or two weeks basic compensation, whichever is less, for an employee with immediate family.

Examples of the types of costs which are reimbursable under this allowance are as follows:

- (1) Disconnecting and connecting appliances, equipment and utilities involved in relocation, and cost of converting appliances for operation on available utilities.
- (2) Cutting and fitting rugs, draperies and curtains moved from one residence quarters to another.
- (3) Utility fees or deposits that are not offset by eventual refunds.
- (4) Forfeiture losses on medical, dental and food locker contracts that are not transferable; and contracts for private institutional care such as that provided for handicapped or invalid dependents only, which are not transferable or refundable.
- (5) Automobile registration, driver's license and use taxes imposed when bringing automobiles into some jurisdictions.
- (6) Fees for unblocking and blocking and related expenses in connection with relocating a mobile home, but not the transportation expenses allowed under FPMR 101-7 Section 2-7.3.

VI. REAL ESTATE EXPENSES

A. Leasing of Residence Quarters

Expenses incurred for settling an unexpired lease (including month-to-month rental) on residence quarters occupied by the employee at the old official station may include broker's fees for obtaining a sublease or charges for advertising an unexpired lease.

Such expenses are reimbursable when:

- (1) Applicable laws or the terms of the lease provide for payment of settlement expenses.
- (2) Such expenses cannot be avoided by sublease or other arrangement.
- (3) The employee has not contributed to the expense by failing to give appropriate termination notice promptly after he or she has a definite knowledge of the transfer.
- (4) The broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Sale and/or Purchase of Residence

Charges made for required services in buying and selling dwellings may be reimbursable provided they are customarily paid by the seller at the old official station and by the buyer at the new official station. Information concerning local practices and costs can be obtained from the FHA office serving the area of sale or purchase.

Certain costs are reimbursable only in connection with the sale of a residence; other costs may be reimbursed in connection with either the sale or purchase, but not both. Listed below are examples of reimbursable real estate expenses. For specific information on items allowance, conditions, requirements, and limitations, contact your Administrative Officer.

Miscellaneous Expenses

- (1) Reimbursable items. The expenses listed below are reimbursable in connection with the sale and/or purchase of a residence, provided they are customarily paid by the seller of a residence in the locality of the old official station or by the purchases of a residence at the new official station to the extent they do not exceed amounts customarily paid in the locality of the residence.

- (a) FHA or VA fee for the loan application;
 - (b) Loan origination fee;
 - (c) Cost of preparing credit reports;
 - (d) Mortgage and transfer taxes;
 - (e) State revenue stamps;
 - (f) Other fees and charges similar in nature to those listed above, unless specifically prohibited in (2) below;
 - (g) Charge for prepayment of a mortgage or other security instrument in connection with the sale of a residence at the old official station to the extent the terms in the mortgage or other security instrument provide for this charge. This prepayment penalty is also reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender, but in that case the reimbursement may not exceed 3 months' interest on the loan balance;
 - (h) Mortgage title insurance policy, paid for by the employee, on a residence purchased by the employee for the protection of, and required by, the lender;
 - (i) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the cost of the owner's title insurance policy is inseparable from the cost of other insurance, which is a prerequisite to financing or the transfer of property; and
 - (j) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence.
- (2) Nonreimbursable items Except as otherwise provided in (1) above the following items of expense are not reimbursable:
- (a) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by the employee in connection with the purchase of a residence for the protection of the employee;
 - (b) Interest on loans, points, and mortgage discounts;
 - (c) Property taxes;

- (d) Operating or maintenance costs;
- (e) No fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, Pub. L. 90-321, and Regulation Z issued in accordance with Pub. L. 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in (1) above; and
- (f) Expenses that result from construction of a residence.

Limitations

- (1) Sale of residence: Reimbursement shall not exceed 10% of the actual sale price or \$15,525 whichever is less.
- (2) Purchase of residence: Reimbursement shall not exceed 5% of the purchase price or \$7,763 whichever is less.

C. Preparation of Application for Reimbursable Expenses

In order to be reimbursed for the expense of a real estate transaction, the employee must prepare and submit a DEA Form 198, "Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station." Amounts claimed must be entered in the appropriate space provided on the form. Each amount claimed must be supported by documentation showing that the expense was in fact incurred and paid by the employee. Included in the required supporting documents (as appropriate) are copies of (1) the sales agreement, (2) the purchase agreement, (3) property settlement documents, (4) loan closing statements, and (5) invoices or receipts for other bills paid. Particular attention must be given to Sections IV A (Sale Expenses) and B (Purchase Expenses).

Section IV A and B will be completed by the present Divisional Office if the change of station is within the Divisional Office.

Section IV A will be completed by the Accounting Unit, Headquarters, and Section IV B by the new Divisional Office if the change of duty station is between two different Divisional Offices.

Real Estate expenses may be claimed up to two years from the date the employee reported to the new duty station. An additional one year extension may be granted if requested in writing to AMGT.

NOTE: REAL ESTATE EXPENSES CANNOT BE ADVANCED.

VII. TEMPORARY LODGING

In justifiable cases and when previously authorized, reimbursement for subsistence expenses may be allowed for the employee and immediate family while occupying temporary living quarters at the old or new station. The period of such occupancy is to be minimal. Allowable expenses include only charges for meals, lodging, fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothing. The amount which may be reimbursed shall be actual amount of allowable expense incurred. These expenses must not exceed the following amounts: (High geographic areas not applicable.)

a. 1st 30-day period

Employees, or spouse unaccompanied by employee	\$50.00
Accompanying Spouse (2/3 of employee's daily rate)	33.33
Each other family member 12 years or older (2/3 of employee/unaccompanied spouse rate)	33.33
Each family member under 12 years (1/2 of employee/unaccompanied spouse rate)	25.00

2nd 30-day period and additional 60 days, if authorized (Reduced to 75% of first 30-day rate)

Employee, or spouse unaccompanied by employee	\$37.50
Accompanying spouse	25.00
Each other family member 12 years or older	25.00
Each family member under 12	18.75

Additional 60 days may be granted provided justification is provided to AMGT in writing.

Temporary lodging begins the first day the employee or any dependent begins allowable temporary lodging and extends consecutively from that date. Any member of the allowable family group who enters temporary lodging after the period begins is paid at the rate authorized in the effective period. This means if the employee leaves first and enters temporary lodging on March 1, and dependents arrive and enter temporary lodging on March 31, they receive the rate for the second thirty day period. Late arrivals entering temporary lodging are paid based on the period they enter. Per diem and temporary lodging allowances cannot be paid for the same quarter of the days (See IX 5).

As a general policy, the period for temporary lodging should be reduced or avoided if a round trip to seek permanent residence quarters (see II) has been made.

VIII. ADVANCE OF FUNDS

Advances may be issued for per diem and transportation not covered by a Government Transportation Request or Government Bill of Lading for the employee and spouse during the house hunting trip and for subsistence expenses while occupying temporary quarters.

Travel advances may not be issued for allowances for miscellaneous expenses covered in Part 5, allowances for expenses incurred in connection with real estate transactions and unexpired leases as covered in Part 6.

Requests for advance of funds are made on SF 1038, "Application and Account for Advance of Funds."

Advance of Funds in connection with a PCS move will normally be issued by Headquarters ten days prior to travel.

IX. SUBMISSION OF VOUCHERS

All claims for reimbursement are to be submitted on Standard Form 1012, Travel Voucher, and forwarded through the Administrative Officer for review, audit and administrative approval. Vouchers must be complete as to form facts, details, and supporting documents. In some cases, it may be necessary to submit four separate vouchers to meet the following time limitations.

- (1) Claims for the house hunting trip must be submitted within five working days after completion of each travel trip; i.e. end of house hunting trip, submit before PCS trip;
- (2) Expenses for travel enroute to the new duty station and temporary quarters must be submitted within 60 days after reporting to the new duty station or within 5 days after the conclusion of temporary quarters.;
- (3) Sale of residence or settlement of unexpired lease and Miscellaneous Expenses Allowance within 30 days after completion of the transaction; and
- (4) Purchase of residence at the new duty station within 30 days after completion of the transaction.

Each voucher will be prepared in your name and certified by you, even if it is a separate voucher covering only expenses incurred by your family. You will be responsible for the correctness of all statements set forth in the expense vouchers.

1. Household Goods

It is not necessary to voucher for expenses involving shipment and/or storage of household effects which were covered by Government Bill of Lading.

2. Travel and Per Diem

It is necessary to show in the travel voucher the date and hour of departure from the old official station and the date and arrival time at the new official station. The individuals covered by the claim must be identified.

- (a) If travel was performed on transportation request, attach the memorandum copy of the T/R to the voucher.
- (b) If travel was performed by privately owned automobile, speedometer readings, or mileage as shown in the Standard Highway Mileage Guide, must be stated on the voucher. Mileage substantially in excess of that shown by the Standard Highway Mileage Guide must be explained on the voucher. Mileage rates will be determined by the number of occupants in the car (see IV).

In addition to the mileage allowance, claims may be made for the cost of ferry fares, bridge, road, and tunnel tolls.

(c) Per diem allowances are covered in IV.

3. Miscellaneous Expenses (V)

If an amount is claimed in excess of that authorized to be paid without supporting documents, the entire amount claimed must be supported by paid bills or other acceptable evidence of the expenses incurred.

4. Real Estate Expenses (VI)

Vouchers for expenses in terminating a residence lease must be accompanied by a copy of the lease, receipts or paid invoices for the expenses claimed, and a statement by the employee explaining why the expenses could not have been avoided. Vouchers for expenses of selling and/or purchasing residences must be accompanied by all applicable sale or purchase agreements, property settlement or loan documents or statements, paid invoices and receipts. Separate receipts are not required for any items specified in an attached loan closing statement and taken into account in the net proceeds to a seller or the total amount paid by a purchaser, as the case may be.

5. Temporary Lodging (VII)

Vouchers claiming temporary quarters subsistence must be supported by attachment of paid invoices for the lodging and laundry and cleaning expenses involved. Actual expenses will be itemized to provide a review of amounts spent daily on DEA Form 132b. Other items in the claim will be reviewed for propriety and if deemed necessary additional information may be required.

The following guide will be used for the payment of per diem and temporary lodging the first day the employee or any member of his family enters temporary lodging:

<u>Quarter temporary lodging is entered</u>	<u>Per diem paid for day</u>	<u>Subsistence for Temporary lodging</u>
12 midnight - 6 a.m.	one quarter	all
6 a.m. - 12 noon	two quarters	all but breakfast
12 noon - 6 p.m.	three quarters	all but breakfast
6 p.m. - 12 midnight	four quarters	none

NOTE: For specific instructions on submission of your PCS voucher please refer to the Administrative Manual, Chapter 05.

X. FEDERAL TAX WITHHOLDING

The maximum aggregate amount allowable as a tax deduction for the house hunting trip and temporary quarters is \$1,500. The maximum aggregate amount allowable as tax deduction for the residence sale, purchase, or lease expense is \$3,000 less the aggregate amount for the house hunting trip and temporary quarters. Allowances in excess of the above amounts, along with reimbursements for miscellaneous expenses, are subject to tax withholding, and will be so reflected on your W-2 forms.

XI. REMINDERS PRIOR TO DEPARTURE

- ° Arrange for payment of all debts including close-out of utilities bills
- ° Arrange to have your mail forwarded to your new address.
- ° Get transcripts of school credits and/or report cards of dependents.
- ° Review personal life, accident and property insurance with your insurance agent.

REMINDERS WHILE YOU ARE TRAVELING

GENERAL INFORMATION:

- ° Keep adequate records of dates, times, and places of departure and arrival and your out-of-pocket expenses.
- ° Per diem is not paid when you stop en route for leave or personal reasons. You are charged annual leave on work days when your trip is delayed or interrupted for personal reasons.
- ° While traveling, you are in an active duty travel status.

TRAVEL RECORDS:

- ° Keep a daily travel record. It should include:
 - ° Place of departure, date and local time (2400 clock), and reason for stop.
 - ° Mode of travel used (air, auto, rail, or bus).
 - ° Transportation used (transportation requests, Government Transportation, commercial at own expense, privately owned conveyance).
- ° Daily mileage when driving own vehicle.

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